

two-weeks vacation with pay and a \$1500 life insurance policy. At Christmas time, a new high in morale is reached when this club gives a party in the main dining room with a dance orchestra and all the trimmings. At this time, a week's pay plus five dollars for each year of service is given. This is just one example of how a club recognizes the importance of its working staff.

## **Supt. Should Insist on Authority to Run His Dept.**

By **MARION MENDENHALL**  
Kenwood CC, Cincinnati, O.

Interference by the green chmn. members or other club employees can't be tolerated by the supt. in securing supplies because they are not in a position to know as well as he the technicalities of the chemicals and other materials that are needed.

For this privilege of absolute control, the supt. must become the purchasing agent for his department and handle the club's money as wisely as he would his own. When the supt. can show in black and white that he is getting the most for the club's dollar, his value is greatly enhanced.

To be a good purchasing agent the supt. must study budgets closely, but not buy quantity to the detriment of quality. As purchasing agent he must keep informed on all new products, current prices and availability of the materials he uses.

To secure best possible prices and quality of materials, the supt. must give all suppliers an equal chance to bid for his business. Written bids eliminate misunderstandings and also help to eliminate interference from members who may try to unload their products on him.

It is the supt.'s duty to keep on good working terms with the club's office. He should make a constant check to see that all gasoline tax refunds are recovered, watch for discounts and see that bills are paid in time to collect them. It is surprising how small discounts and tax refunds can add up to important money. Bills should be paid only after proper vouchers have been filled out by the supt. Thus the supt. has complete control of purchases for his dept. and it is his responsibility to see that all statements are correct before being paid.

Just a word on inventory. It should be held to a minimum except for hard-to-get items and emergency materials. Oftentimes we think that buying in quantities saves money, but does it? Long storage unnecessarily ties up large amounts of the club's working capital. If you figure this capital tied up at 5 per cent, cost of extra insurance and storage cost, you may find that quantity buying is not very economical.

Storage of materials often is haphazard. Chemicals, costing several dollars per lb., may be left on the floor in open containers

and all kinds of materials stacked together. This leads to costly waste to say nothing of possible damage to turf that may be caused by improper mixing of chemicals. All materials should be kept in properly labeled containers.

## **The Supt's Responsibility for Area Maintenance**

By **Ray Gerber**

Supt., Glen Oaks CC, Glen Ellyn, Ill.

To tell how maintenance of the course, clubhouse grounds, parking lot, practice range and new grounds construction is performed is too detailed for the time I have. Consequently, I will refer mostly to why these various areas are the responsibility of the supt.

The supt. is chosen principally because he meets qualifications of directors and the green chairman. It is his duty to maintain the course in a condition which meets requirements of the club's members. The maintenance program should be planned so certain jobs are performed on days and during hours when play is normally light.

Clubhouse grounds should be maintained in a condition which will give each member and guest a friendly, warm welcome as they drive through the entrance gate. Flowers should be of the type which can be planted around a home and in a location where they will be most attractive. Care of trees, shrubs, walks, and lawn furniture can't be emphasized too much. There should be a sufficient number of waste paper receptacles properly maintained and fire hydrants should be painted. It is very important to keep turfgrass around the clubhouse, pro shop and swimming pool in the finest condition.

Why is maintenance and planning of the clubhouse grounds placed in the hands of the supt.? Can you name any other employee around the club who is more qualified to handle these jobs? He usually is on the job seven days a week throughout the golfing season. He knows what kind of help to hire. He usually has in stock certain items necessary for maintenance. If not, he knows where to purchase them quickly. Furthermore, equipment used for the clubhouse grounds is stored in his equipment building and is serviced there. Equipment should be kept not only in good mechanical condition, but also should be maintained in a pleasant appearing condition; nothing looks worse than an old, beat-up piece of equipment around a beautiful clubhouse and grounds.

Walks should be kept well edged. The edges of the paths should also be neat in appearance. Hedges should be carefully trimmed. There is no point in having a nice bed of flowers and then leaving the edges untrimmed. Keep flower beds in condition so that they will be a spot of beauty for all to see.

Many other specific items could be men-